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# E-mail and Internet Accounts Guides

Search

Office of Information Technology

### Microsoft Entourage for Macintosh OS X

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- <u>Address Book Setup</u>

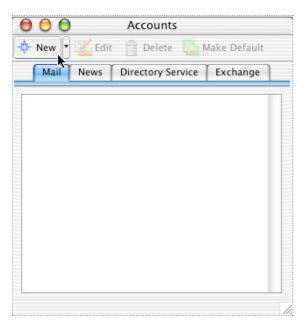
# **Email Account Setup Guide**

1) Open Entourage, go to the "**Tools**" menu (if you get other pop-up screens when opening Outlook Express, close them until you can click on the "**Tools**" menu), and click on "**Accounts...**"

Tools	Window	Help	S
Run S	chedule		•
Send	& Receive		•
Spelli	na	2	5%L
	ge Diction		LUUL .
	Correct	,	
Dictio			00.0
	k Names		УЖС
Add t	o Address	Book	₩=
Open	Links		
Link 1	to Existing		►
Link 1	to New		•
Junk	Mail Filter.		
Mailir	ng List Ma	nager	
Rules			
News	group Sett	tings	
loois	on the We	eb	
Direc	tory Servic	es	
	tures		
Schee			
Accou	unts	•	

2) When the "Internet Accounts" window appears, click on the "Mail" tab. Click and hold on the "New" button, moving

your pointer over the "Mail..." label and release the mouse button.



3) When the "**Account Setup Assistant**" dialog starts, begin filling out **Your name**: the name you want to appear on all your emails you send to people. At the bottom left of this window, click **Configure account manually**.

000	Account Setup Assistant	
Your Name		
	a message, your name appears in the Fi pe your name as you would like it to ap	
Your name:	Joe User	0
	For example: John Smith	
10 175 N		
Click the right a	rrow to continue.	
Configure acco	unt manually	< 1 ▶

4) In the **New Account** window, choose IMAP, the recommended protocol for U of MN e-mail, unless, as an advanced user, you have a reason to use POP. Click OK.

Add new mail acc	ount	
Account type:	✓ POP	
	IMAP 🔈	
Assist Me	Hotmail/MSN	)K

5) In the **Edit Account** window, fill in the following information:

#### **Account Settings**

Account name: Your full name Include this account...: (optional)

#### **Personal information**

Name: Your full name E-mail address: <your internet ID>@umn.edu

#### **Receiving mail**

Account ID: <your internet ID> IMAP server: <your internet ID>.email.umn.edu Password/Save password: (optional)

#### Sending mail

SMTP Server: smtp.umn.edu

Account name: Jo	e User
🗹 Include this acco	ount in my "Send & Receive All" schedule
Personal information	on
Name:	Joe User
E-mail address:	user1234@umn.edu
Receiving mail	
Account ID:	user1234
IMAP server:	user1234.email.umn.edu
Password:	••••••
	Save password in my Mac OS keychain
	Click here for advanced receiving options
Sending mail	
SMTP server:	smtp.umn.edu
	Click here for advanced sending options

6) Set advanced receiving options:

This IMAP service requires a secure connection (SSL) should be checked.

**Override default IMAP port**: check if 993 isn't set, and reset to 993 if needed.

7) Set advanced sending options:

**SMTP service requires secure connection (SSL)** should be checked.

**Override default SMTP port** should be checked and changed to 587. If you have trouble sending e-mail with this configuration, try port 465 instead.

SMTP server requires authentication should be checked. Use same settings as incoming mail server should be set.

💽 Use sar	r requires authentication ne settings as receiving mail server
O Log on	using
Account ID	
Password	
	Save password in my Mac OS keychair

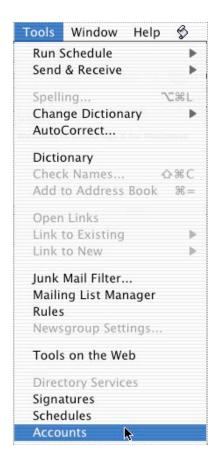
8) Settings in the **Options** tab are optional. The settings shown in the **Advanced** tab are preferred, but the "Delete options" can be altered to suit your needs.

ſ	Account Settings	Options	Advanced
Aessage Option	ns		
Default signa	ture: None		
Additional he	aders:		
Header	Value	1	
licuter	1.0.00		
erver Options			
Send com	mands to server sim	ultaneous	ly
Download	l complete messages	in Inbox	
Partially r	eceive messages ove	r 20	🗘 кв
Root folder:	mail		
	(stay connected with	server)	
Live Sync	and the second second second		
Live Sync	connect to inpox		
Only o	ect immediately on la	unch	
Only Conne			minutes.
Conne Conne Conne	ect immediately on la	er 9	
Conne Conne Conne	ect immediately on la nnect from server aft	er 9	

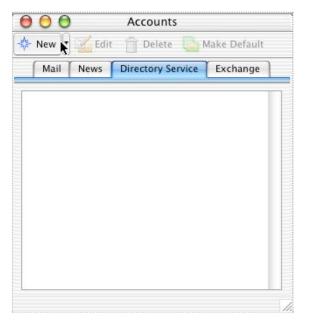
Special folders		
Store sent messages in this IMAP folder:	Sent Items	÷
Store drafts in this IMAP folder:	Drafts	÷
Delete options		
You can choose how you want to delete mess server.	ages from the IMAP	
<ul> <li>Mark messages as deleted</li> </ul>		
Vurge deleted messages when leaving	IMAP folders	
Vurge deleted messages when quitting	g Entourage	
O Move messages to the "Deleted Items" fol	der	
Move to this IMAP folder. Deleted Item	S	÷
Empty "Deleted Items" folder on quit		
O Delete messages older than: 5	🗘 days	
<ul> <li>Delete all messages</li> </ul>		

# **LDAP Setup**

1) Go back to the "**Tools**" menu and then click on "**Accounts**"



2) Click on the **Directory Service** tab, and select **New**. Close any popup windows that offer to help you setup, or click **Configure account manually** if the option appears in such a window.



3) In the Account Settings tab, input the following values:

Account name: U of MN LDAP

#### LDAP server: Idap.umn.edu

	Edit Account
ſ	Account Settings Options
Account name:	U of MN LDAP
Server informat	ion
LDAP server:	Idap.umn.edu
This serve	r requires me to log on
Account ID:	
Password:	
	Save password in my Mac OS keychain
	Click here for advanced options
Assist Me	(Cancel) OK

4) In the **Options** tab enter the following information in the **Search base** field: **o=University of Minnesota,c=US**. Click **OK** when finished.

Server options	
Maximum n	umber of results to return: 100
Search time	out: 60 seconds
Short <sup>(</sup>	Long
Search base	o=University of Minnesota, c=US
🗌 Use simp	ple search filter

5) In the **Accounts** window, highlight "U of MN LDAP" and click the button **Make Default**.

) ( - Ne	) 🔿 ew 🔹 🔀	Accounts Edit 👘 Delete 🔂 Make Defa	ult
	Mai	I News Directory Service	
Ð	Bigfoot		-
	four11		
	U of MN L	LDAP	
_			-

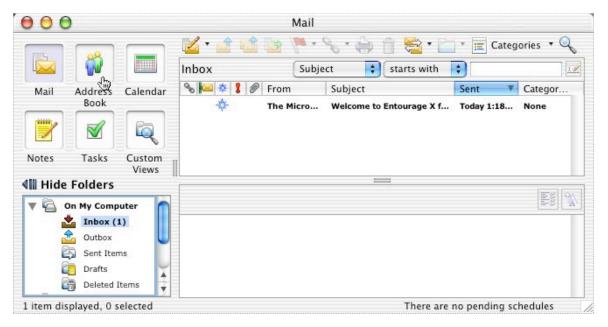
6) In the **Folder List** column of the main Entourage window, highlight **U of MN LDAP** in the list and input your

search terms (the example below uses "helpline" and shows the search results).

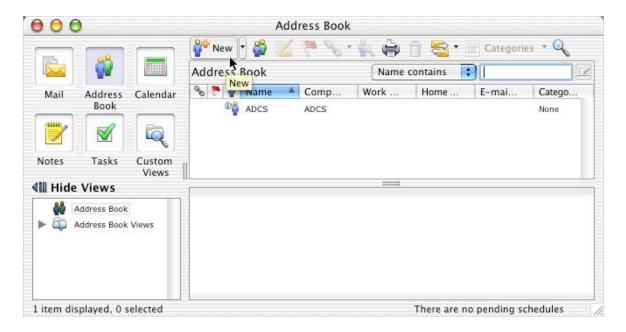
000			۵	irectory Serv	/ices				
🗾 New Message To 🛛 💡	Add to A	Address Boo	k						
Folder List				Search	for name: E-mail:	helpline	Fi	nd	
		Display names containing:							
	-	Name		Company	Home	Phone	Work Phone	E-mail Address	
	*	helpline helpport						helpline@umn.edu helpport@umn.edu	Ĭ
4 items displayed, 0 selected									1

# **Address Book Setup**

1) To open the Address book click on the "**Address Book**" pane in the Entourage window.



2) To add someone to your personal address book, click on the "**New**" button and then select "**New Contact**"



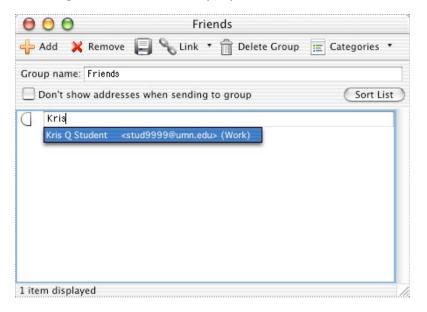
3) Fill out as much information as you feel necessary in the window that appears, then close the contact window.

	Create Contact
Save & Close	😭 Save & New 📃 🔹 前 Delete
Name & E-mail	-
First:	Kris Q
Last:	Student
Title:	Suffix:
Company:	
Department:	
Job title:	
Work E-mail:	stud9999@umn.edu
Home e-mail	
Phone Numbers	
Work phone:	
Home phone:	
Mobile	
Address	
Work 😜	
City:	
State/Province:	
ZIP/Postal code:	
Country/Region:	

4) You should now notice a new entry in your Address Book. We can also create email lists by clicking on "**New Group**" to get this page. In "**Group Name**" type what you want to name the email list, and then click "**Select Members**"

000	)			Add	ress Book				
			🔐 New		60	· 🐂 🖨	fi 😤 • 🛛	Categorie	
			Address	B New Group	p	Name	contains 📫		I
Mail	Address Book	Calendar	<b>∞ ™ ≩</b> 0 <b>°</b>	Name ADCS	Comp	Work	Home	E-mai	Catego None
		Q	8	Kris Q Stud				stud99999	None None
Notes	Tasks	Custom Views	1						
Hide	Views					Permit A			
	ddress Book ddress Book								
2 items di	splayed, 0	selected					There are no	pending scl	nedules

5) To Add users to the list, select them in the window on the left, and click on "**Select**" to move them to the right (which represents the list members). When done, click "**OK**" to exist the "**Select Group Members**" window, and then "**OK**" again to exit the list properties window.



6) To use the address book in addressing a letter, first start a new email by going to "**New**" and then selecting "**Compose a mail message**". Clicking on the little "book" icon next to the "**To:** " address line will bring up the address book. Simply select the names you wish you appear in the **To:**, **CC:**, and **BCC:** fields, and move them to the proper boxes with the arrow keys, then click "**OK**"

00			Mail			
		Mail Message	pect 📢 starts v		ories 🔹 🔍	
Mail Addres Book		Mail Message News Message Calendar Event Task Note Contact Group	Subject . Welcome to Entourag	Sent V e X f Today 1:18	Categor	
ũ 🖲 🖯 🖯		<b>1</b> 0	intitled			
To Cc Subject Attachments	Add	🗙 Remove 🛛 🍪 Check	Names 🕌			
41	Cc:					
ab다 (Sab) Font	Bcc:					
31						

7) The addresses are inserted into the proper spots in the email header fields, and you are ready to compose your letter.

00	🔤 New e-mail address	
💐 Send Now	😸 Send Later 🛛 🔓 Nink 🔹 前 🖉 🥒 🔹 🔜 📲 Insert	• 📰 Categories 🔹
To: Cc:	🔓 Kris Q Student	)
Subject:	New e-mail address	
w Attachments:	none	
		Add Q Find
	Encode for any computer (AppleDouble); no compression	Remove
<mark>ab</mark> ශ හ <u>ab</u> Font	▼] Size ▼] B / U T Ε Ξ Ξ ]= := 3Ξ 3Ξ 3Ξ	A
Hi there		

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